**PLAN & WRITE**

The PLAN & WRITE strategy helps students plan and organize their ideas, and reminds them to refer back to the prompt to guide the writing process.

**Grades 6-12**

- **P**ay attention to the prompt
  
  *Read instructions carefully. Make sure you understand the task.*

- **L**ist the main ideas
  
  *Brainstorm. Use a graphic organizer to list ideas related to the topic.*

- **A**dd supporting information
  
  *Include details, examples, and explanations to each of the main ideas.*

- **N**umber your ideas
  
  *Order the ideas from most to least important.*
Work from the PLAN
Use the list of ideas to develop a thesis. Reread the instructions to ensure you answer the question appropriately.

Remember the goals
Make sure all ideas relate to the topic and all facts support the argument.

Include transition words
Link each paragraph to the next using logical transitions.

Try to use different sentence types
Use simple, compound, declarative, exclamatory, and question sentences.

Exciting words
Check for varied vocabulary and use a thesaurus.